

Helena JSEC Meeting Minutes

June 19, 2013

Members Present:

Alan Thompson
Dave Laber
David Keech
Deb Chouinard
Hayley Emly
Sandy Hamlin

Helena College University of Montana
Helena Job Service
Watkins Shepard
Helena Job Service
American Federal Savings Bank
Helena Job Service

Introductions: Skipped, all acquainted.

May Minutes: Scholarship Reception was in May – no minutes.

Treasurer Report: Sandy announced that Darlene Chamberlin has resigned as our JSEC Treasurer. Darlene retired from her position as Business Teacher at Helena High School. She will be missed on our committee, and we wish her the best.

JSEC's account has a balance of \$5,655.85. This includes deposits from the Human Rights Presentation and the May Business over Breakfast workshop. Also, Maddie, our Mike Bullock Memorial Scholarship winner, picked up her scholarship check for \$500.00. She is enrolled at Helena College. Sandy passed around pictures of the scholarship reception and a thank-you note from Maddie.

Anyone interested in serving as the Helena JSEC Treasurer or in the Vice Chair position, is encouraged to submit their name to Sandy. An e-mail will be going out soon regarding these positions so they can hopefully be filled by September. None of the Job Service staff can act in this capacity, so it is important that the positions are filled. Dave added that Job Service staff can deposit checks, but that is all.

Manager's Report: ESGR (Employers Support of the Guard and Reserves) would like JSEC to consider allowing them to run the registration fees for their upcoming Job Fair through the JSEC bank account. They would then be able to pay expenses from that. There would be no cost to the JSEC and no work on our part, other than perhaps the Treasurer. Reimbursement could take a while however. Dave asked how much money it would involve. Deb thought the registration was going to be \$40.00. They are expecting about 70 employers, so we would be looking at around \$2,800.00. Dave concluded we could do that in terms of our non-profit status. After some discussion, we decided we had a quorum. Deb C. made a motion that the Helena JSEC agree to be the financial pass-through for the ESGR Job Fair. Alan seconded and no one opposed.

The Job Fair is scheduled for August 16th, which is a Friday. ESGR is in the process of getting a contract signed for the Fair Grounds. They have a company doing all the pipe and drape, setting up the tables, and food arrangements. It will be a nice professional set up, and there will be plenty of parking. The local and State chambers are also involved. Hayley stated that in order to participate in the Job Fair, you must be hiring within the next 3-4 months. Also, it is much larger than our local Career Fair, and she had heard it has been well attended in other locales.

Deb reported that Business Services training is in Helena next week.

She has been using the Employer Survey that JSEC conducted to put information out on Facebook about what employers think about resumes, ringtones, e-mail addresses, and those kinds of things. There are about 149 to 169 people reading the posts. The Helena Job Service Facebook page has 189 followers.

Deb also shared about the recent Manager's meeting in Missoula. They had a good speaker talking about the value of community. Deb thinks Helena has a lot of community spirit.

Management has been busy with year-end paperwork. Deb shared that budgets are tight and getting tighter. There won't be any replacements if someone leaves.

Employment Law Training: We viewed a training video on 'Documentation' which is part of a set of employment law training videos that Job Service has. This video was from the "First Line of Defense" series. Job Service also has a similar series called "12 Danger Zones". Employers who would like to check the videos out can contact Dave or Sandy to do so. Or, they can arrange to have them shown in a class setting. Be aware however, that the videos are based on Federal Law. For instance, the 'at will employment' that is mentioned. Montana law only allows for 'at will' during the probationary period. A short discussion ensued about the time frame for doing performance appraisal.

Hidden Agenda: Sandy reminded everyone that there will not be an 'Appreciation Breakfast' in September since JSEC used that money to purchase the Helena Job Service a new refrigerator. Dave L. purchased a small plaque that is affixed to the new fridge. The plaque states it was donated by JSEC. All the staff at the Helena Job Service really appreciates the fridge. It has been very nice to have it, and is sufficient for our different functions.

Dave L. thanked Hayley and American Federal. He explained to those not aware, that some of our job seekers who create cover letters, resumes, and/or applications etc. generally need something to save the information on. So JSEC started a jump drive project with American Federal. So far, we've gone through a couple of hundred jump drives. The drives were bought at a good price, and were sold for a little profit so we could keep the program self-funded. Enough money was left over for us to order another 100. American Federal's logo is on one side, and Job Service's logo is on the other. Hayley stated that Job Service has managed the program well, giving the ability to buy more drives when needed. It makes a difference to the customer to have access to a jump drive so they don't have to recreate their work.

Meeting adjourned.